

STEP-BY-STEP INSTRUCTIONS

Follow these steps to start working on your My Health Matters! wellness program.

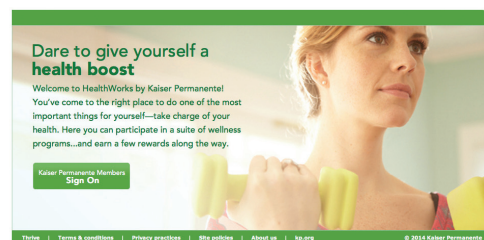


1 Sign on

- Go to <https://healthworks.kp.org/cosb> and click on the sign-on button.
- Sign on by entering your kp.org user ID and password.
- If you are not registered at kp.org, click the "Register now" button to obtain a user ID and password.



healthworks
by KAISER PERMANENTE



2 Agree

- Check the "Yes" box on the Reward Program Authorization page to be eligible for your reward.
- If you check the "No" box, you will not be eligible for rewards.

Authorization

- ☒ **Yes**, I want to participate in the employer's wellness program and be eligible for rewards if offered. I authorize the sharing, use and disclosure of my health information as described above.
- ☐ **No**, I decline to share my information and elect not to participate in the employer's wellness program. I understand that by declining, I will not be entitled to earn rewards under this program if the employer offers them.

3 Registration

- Update or provide your contact information.

4 Participate

- On the website's My Rewards page, you can view your status for all wellness activities. Make sure to complete all required activities by the program end date.



The green check mark identifies completed activities. Complete all activities without a green check mark by April 30, 2016, for your \$100 reward.